

VACANCY ANNOUNCEMENT # 06/10/67

POSITION: PROPERTY BOOK ASSISTANT (PROGRAM ASSISTANT),
FSN-8 (OR); FP-6, (EFM/MOH/NOR)

Open to: All Interested Candidates
Opening Date: October 5, 2006
Closing Date: October 19, 2006
Work Hours: Full-time - 40 hours per week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Property Book Assistant (Program Assistant) in the Narcotics Affairs Section (NAS).

Basic Function of Position

The incumbent is responsible for the property book control, records and inspections of all counter narcotics parts, materials, equipment and supplies. The incumbent will be directly responsible for implementation of internal controls regarding all data entry of NAS property and will coordinate, supervise and participate in inspections and inventories concerning the property and end-use monitoring program at approximately 80 sites nationwide. The incumbent will supervise one property book technician and will have to travel to very remote areas.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact extension 2169.

Qualifications Required

- 1. Education:** University degree in Administration, Accounting or related field is required.
- 2. Prior Work Experience:** At least four years of progressively responsible logistics/supply experience with at least two years in property book procedures is required.

3. Language: Level II (Limited) Speaking/Reading English ability. Level IV (Fluent) Speaking/ Reading Spanish ability is required. This will be tested.

4. Skills and Abilities: Must have extensive working knowledge of computer software programs to include program development of inventory and stock management programs, bar coding equipment and software and demonstrable ability to work with the internet is required.

Selection Process

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Additional Selection Criteria

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizens EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

To Apply

Interested candidates for this position should submit the following:

1. ***For applicants from within the Mission - Memorandum of Application and a resumé***, please contact the Human Resources Office, extension 2169 for this form or download the form from the intranet (HR Forms).
2. ***For applicants from outside the Mission - A current resume or curriculum vitae with a cover letter.***
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit Applications To:

Human Resources Office
Av. Lima-Polo Cdra. 1 s/n
Monterrico - Lima 33
Monday thru Friday, from 9.00 am to 2.00 pm
(except for Peruvian and American holidays)

Point of Contact:

Telephone: 618-2169
Fax: 434-1302

Definitions

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- ♦ US Citizen
- ♦ Spouse or child who is at least age 18
- ♦ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- ♦ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- ♦ Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and already has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

C L O S I N G D A T E: October 19, 2006
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The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

TRADUCCION NO OFICIAL

ASISTENTE DE PROGRAMA

PRINCIPALES DEBERES Y RESPONSABILIDADES:

El interesado será responsable del control y record del libro de propiedad y de las inspecciones de las partes, materiales, equipos y provisiones anti narcóticos. El interesado será directamente responsable de la implementación de controles internos con respecto al ingreso de datos de las propiedades de la oficina de narcóticos y coordinará, supervisará y participará en inspecciones e inventarios de las propiedades y del programa de monitoreo de uso final en aproximadamente 80 localidades a nivel nacional. El interesado supervisará a un técnico y tendrá que viajar a áreas muy remotas del Perú.

REQUISITOS:

1. Bachiller en administración, contabilidad o áreas afines.
2. Por lo menos cuatro años de experiencia en el área de logística. Se requiere por lo menos dos años de experiencia en procedimientos de control de libros de propiedad.
3. Inglés limitado. Español fluido.
4. El interesado debe tener conocimiento de programas de computación que incluyan programas de inventario, control de stock, código de barras e Internet.

Para las personas interesadas en postular:

Enviar curriculum con carta de presentación dirigida a la Oficina de Recursos Humanos:
Av. Lima Polo Cda. 1 s/n Monterrico.

Plazo para postular: 19 de octubre de 2006.